



State of New Jersey

OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF STATE POLICE

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CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

JEFFREY S. CHIESA
Attorney General

COLONEL JOSEPH R. FUENTES
Superintendent

February 14, 2012

NOTICE OF VACANCY 12-22

An opportunity current exists in the Department of Law & Public Safety, Division of State for classified service employees who meet the requirements specified below.

TITLE: Standards & Procedures Technician 1

SALARY: \$50,142.27 - \$70,988.79

LOCATION: Division of State Police
P.O. Box 7068
River Road
W. Trenton, NJ 08628-0068

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES:

Review all applicable Division Standard Operating Procedures and Operations Instructions to assure continued compliance with the Commission on Accreditation for Law Enforcement Agencies (CALEA) standards. Ensure that the necessary periodic reports, reviews and other activities mandated by the applicable accreditation standards are accomplished by the Division. Coordinate the Division's document proof collection process. Maintain the Division's master accreditation files. Plan and coordinate the CALEA file review and on site assessment process. Maintain a reference library of all applicable Division operational and administrative manuals. Maintain the CALEA intranet page with current information reference to the CALEA re-accreditation status of the Division.

REQUIREMENTS:



"An Internationally Accredited Agency"

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EDUCATION:

Graduation from an accredited college with a Bachelor's degree.

EXPERIENCE:

Two years of professional experience in the review, writing, analysis, and revision of program policy, procedures, informational materials, rules, guidelines, and/or program analysis and development.

NOTE:

Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.

NOTE:

A Masters degree in a discipline appropriate to the position may be substituted for one year of required experience.

RESUME SUBMITTAL:

Interested candidates possessing the requirements listed, should forward their resume with posting opportunity number to:

Colleen Gadsby
Division of State Police
Office of Human Resources
PO Box 7068
W. Trenton, NJ 08628-0068
LPPGADSC@gw.njsp.org

Closing date for applications: February 24, 2012.